

Workplace Alaska

Class Specification Recorder II

Created:
01/07/1998 by Rachel Wilson
Finalized on:

AKPAY Code: P7521
Class Outline Cat: A
Approved by:

Class Code: PI0512
Class Range: 11
Class Status: Active

Category:
Original Date: 11/29/1976

Class Title: Recorder II
Use MJR Form: Standard

Original Comments:
Original

Subsequent Revision Dates/Comments:

4/1/77 Note: only the Recorder III
11/16/84 Note: only the Recorder III
7/15/89 MQs, Title Change from Rec. Clerk I, II and III (DMM)
01/01/96 - MQs and addition of Recorder IV (JD)
01/16/2002 - Range change, MQ change, specs rewritten as part of study (cpreecs)
09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

Last Update: **EEO4:** F **SOC:** 43-4031 **Census:** 06

Last Update Comments:

Definition:

Under general supervision, Recorders II independently perform the specialized processes required to receive, record, and index legal documents affecting real property, other documents presented in the manner prescribed by Alaska law, and Uniform Commercial Code (UCC) transactions.

The Recorder II is the full proficiency level of the Recorder series. Recorders I and II are flexibly staffed positions. After a prescribed period of training and proven competency by the incumbent at the Recorder I level, a position will be reclassified to Recorder II and the incumbent promoted upon the recommendation of the supervisor.

Distinguishing Characteristics:

The Recorder II is distinguished from the Administrative Clerk II and III by the demonstrated independence in the application and interpretation of the statutes, regulations, and policies governing the Alaska Public Land Records System and the Uniform Commercial Code (UCC) Central File System. Written guidelines, supervision and direction are readily available; however incumbents act independently to process recordings and filings.

The Recorder II is distinguished from the Natural Resource Technician series by its exclusive use in the State Recorder's Office and by its focus on the recording of land records and UCC information.

The Recorder II is distinguished from the Recorder I by the latter's status as a trainee working under close supervision in the Recorder's Office.

Examples of Duties:

In the manner prescribed by law independently examine, record/file, bar code, scan, and return a wide variety of original documents (deeds, mortgages, liens, plats, surveys, mining documents, etc. in accordance with the Policy/Procedure manual and as part of the official public land records system.

With an emphasis on accuracy and speed related to the extremely detailed nature of the work:

- examine and accept or reject documents after determining their compliance with minimum recording/filing criteria as mandated by Alaska Statutes
- record or file documents including the identification of the type of document and its requirements, the issuing and verifying of serial, book and page numbers, or the creation of a bar coded number for each document
- input and verify documents into a computerized database to ensure accurate public record
- prepare and generate computerized fee receipts
- maintain and balance a petty cash account; process rejection forms
- prepare and make backup copies prior to sending original documents for filming; prints reception reports
- file copies of returned UCC documents/microfiche from archives
- certify documents from the official public record and perform related tasks.
- Mail original documents to the addressee once the documents have been recorded, scanned, and filmed.

Issue certified record searches on designated debtor names using established policy and procedure, exercising good judgment, furnishing the requester with a list of active Uniform Commercial Code transactions and copies of the same.
Interview customer, determine information being sought, and assist customers in the use of the on-line public information system and other equipment (i.e. microfiche, microfilm, and plat printer machines).

Open and close the office in accord with established policy and procedures.

Assist in mentoring/training employees and assist with quality assurance reviews.

At a single staff office site, open/close the office; maintain office equipment and office supply levels; maintain and update office manuals; and communicate electronically on a daily basis with supervisor, informing the latter of daily workload and production, problems and issues.

Receive monies (check, money order, cash, or credit card) for recordings, filings, searches, and requests. Balance daily receipts and deposit monies. Ensure the security of the safe/cash drawer.

Prepare documents to be scanned pursuant to applicable statutes and regulations. Create and print barcode labels for each document. Place barcode labels on each document, assuring that the number of pages per document and the number of labels are correct, and that the placement of the label on each document is exact so that when scanned, the barcode can be read by the imaging system.

Knowledge, Skills and Abilities:

A Recorder II is proficient in the knowledge of the Recorder/UCC Section's organizational structure, purpose and functions, including those of the individual recording offices, the centralized archives or UCC units, the general work flow and office/work priorities.

Working knowledge of policies, procedures and techniques relevant to the examination, recording/filing, rejection, processing and preservation of legal documents as the official public record of the state.

Working knowledge of general office procedures, practices and equipment.

Working knowledge of the use of computer systems and software in a business environment.

Working knowledge of correct business practices, correspondence and typing formats, including English grammar, composition, spelling and punctuation.

Working knowledge of the principles and practices of administrative support procedures, including account keeping, requisitioning, stock maintenance, filing, correspondence and reporting.

Skill in operating computer keyboards accurately and in a timely fashion, and commonly used office machines/equipment.

Skill in operating and assisting the public in the operation of specialized machines (microfiche, microfilm, and plat machines).

Skill in operating the database systems associated with the Alaska Public Record System and barcode/imaging system.

Ability to maintain record keeping and filing systems for the work area.

Ability to search for, select, and compile/summarize data and information.

Ability to learn and apply agency procedures in the review of documents, to accurately perform recording processes within short deadlines, to follow written and oral instructions.

Ability to communicate effectively with the public to clearly explain requirements and procedures.

Minimum Qualifications:

Successful completion of training as a Recorder I with the State of Alaska or the equivalent with a County Recorder's Office.

And

Typing speed of at least 35 WPM.

OR

One year of experience working with documents concerning ownership and encumbrances on property, for example, deeds, liens, mortgages, promissory notes, financing statements, plats or surveys.

And

Typing speed of at least 35 WPM.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

Minimum Qualification Questions:

Have you successfully completed training as a Recorder I with the State of Alaska or the equivalent with a County Recorder's Office?

AND

Can you type at least 35 words per minute?

Or Substitution:

Do you one year of experience working with documents concerning ownership and encumbrances on property, for example, deeds, liens, mortgages, promissory notes, financing statements, plats or surveys?

AND

Can you type at least 35 words per minute?